

MENOMINEE COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
JOB POSTING

POSITION: FISCAL OPERATIONS SUPERVISOR
REGULAR FULL-TIME POSITION

DEADLINE DATE: Until Fulfilled

If interested, a County application must be completed.

APPLICATION PROCESS: All applicants MUST complete an application for employment form. Forms can be picked up at the Reception desk or mailed to you upon request (call 715-799-3861). Resumes will be accepted but will **not** take the place of a completed County application. Applicants should submit references, copies of degree(s), licenses, and any other education, training or experience, and verification of a current driver's license and automobile liability insurance.

Candidates will be reviewed based on a combination of education and experience, verification of driver license and auto insurance and required qualifications. A selection of qualified individuals will be invited to participate in the interview process, which may include multiple interviews.

Due the nature of this position a background check will be conducted as part of the hiring process. As a condition of employment the prospective applicant must submit to a drug test.

POSITION SUMMARY: This position provides complex levels of accounting and bookkeeping oversight for multiple programs and funding sources. This position is responsible for directing and coordinating business practices of the Agency including but not limited to computations, review and analysis of financial reports, reconciliations, projections, budgets planning, contracts and shared oversight of the Fiscal unit and may involve supervision of staff. This position is accountable for the administration of a system of financial and information system operations which will provide financial planning, accurate controls, and timely information and reports. This position is to provide back up to Operations Administrator and will cross-train with other members of the Human Services fiscal management team.

QUALIFICATIONS:

- An Associate Degree in Accounting will be considered. A Bachelor's degree with a major in accounting is preferred or an equivalent combination of financial experience, and/or education which provides the required knowledge; CPA/MBA/MS is desirable.
- Experience in computer operations, software usage, and data entry.
- Experience in the following areas is desirable: billing Medicaid, Medicare and other third-parties, Human Services type accounting experience and/or direct job experience in accounting, auditing, and budget development.
- Prior Supervisory management/administrative experience, preferred
- Availability to work unscheduled hours, to attend Board meeting if directed in the evening and to meet program needs and deadlines.
- Professional communication, writing, and interpersonal skills.
- Possession of a valid Wisconsin Driver's license and access to an insured vehicle and provide verification of meeting such requirements on a continual basis
- Must have and maintain a home/personal telephone.
- Proof of any education, training or experience and references will be requested

Special Note:

Background check(s) will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled.

To obtain a list of qualifications and necessary knowledge, skills and abilities, please request a copy of the full job description, (call 715-799-3861).

SUBMIT APPLICATION AND RESUME ALONG WITH OTHER REQUIRED DOCUMENTS TO:

MENOMINEE COUNTY HEALTH AND HUMAN SERVICES DEPT.

PO BOX 280

KESHENA, WI 54135

Telephone: (715) 799-3861

Fax: (715) 799-3517

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